

John F. Kennedy Federal Building Window Replacement Project

Questions & Answers

INTRODUCTION

We know you have many questions about the **JFK-Window Replacement Project**. In order to alleviate some of your concerns before they become problematic, we have compiled a list of questions and answers gained from our past experience and lessons learned on multiple “occupied” projects. In our openness to receiving and welcoming your suggestions, we know that some of your questions may not be listed here. If so, we want to hear them.

Q: How long will the work in my office space take?

A: Unless we run into some unforeseen conditions, all window removal and replacement work in office space areas, is scheduled to be completed within 1 to 2 days.

Q: Will they be working during the day or night?

A: The majority of the work for this project has been scheduled to be performed at night, and on the exterior of the building. This will allow us to perform window replacement work in a manner that does not interfere or conflict with tenant office operations during the day. The contractor will be working Monday – Thursday during the hours of 6pm – 4:30 am. If inclement weather delays construction during the week, Friday evening may be used as a make-up day.

Q: Can I still use my office space during the day?

A: Yes, you will be able to use your office space during the day, and any changes made by the Contractor during the night will be restored before the next morning.

Q: How will this work affect my office work space?

A: Very little of this work will affect your physical office space, because the new energy efficient windows will be installed from the exterior of the building. The only items that could be affected are items that are along the window wall or items on window sills. These items will need to be relocated at least 4 feet from the windows and protected by either placing them in provided boxes or covering them from minor dust and/or debris.

Q: If I have a problem during construction who will be the main Point Of Contact (POC)?

A: If a problem does occur during the window replacement project you should immediately contact the Primary POC indicated on the provided contact list.

Q: How will the contractor minimize any noise, dust, and fumes, during construction?

A: This is a very good question. The project team took this into early consideration, during the early planning stages, to perform all major interior window replacement work from the exterior of the building and during the night. This will eliminate tenants from coming into direct contact with any noise, dust, fumes and/or disruptive work during construction.

Q: Who do I contact if I have additional questions or concerns about this window project?

A: Your first point of contact is your Primary POC, who will be able to address any questions or concerns you may have about this window project. You can also use our other means of communication tools, such as our project newsletter, daily bulletin, and project website.

Q: Can someone explain why this window project is necessary?

A: Yes, there are several reasons why this window project is necessary such as:

- The windows in this building are the original window system installed when this building was completed in 1966, and the protection/performance criterion for windows has changed over the years. Therefore the current windows for this building do not meet today's energy and industry standards.
- The existing window systems in the JFK Building require constant caulking, maintenance, and they are not energy efficient, so with this being said the new window systems will help reduce operating costs.
- Due to the increase of potential terrorist attacks on government properties, the existing windows do not provide the level of security and safety that's required to protect building occupants.

Q: Can the windows in my space be changed out at a later date, other then what's scheduled?

A: This very good question. First and foremost it is critical that we maintain the sequence of all scheduled work. This will enable completion of all work in a timely manner and turn spaces back over to the tenants. That being said, we know there may be some situations encountered during construction where more responsive and creative approaches will be utilized to avoid inconveniencing some tenants.

Q: Is this window project being funded with stimulus money

A: Yes, this project is one of many funded by the American Recovery and Reinvestment Act (ARRA). This window replacement project has been created to jumpstart our economy by contributing to our nation's economic recovery through our reinvestments in our public buildings. At the same time reduce utility costs by installing energy efficient systems, in support of President Obama's vision to modernize our nation's infrastructure and enhance clean energy independence.

Q: Has the contractor, who will be doing the actual window installation, been adjudicated? If they have, this may alleviate some issues with security. If they have not, will they be escorted by GSA and/or Brooks Range?

A: Yes, all contractors are five year adjudicated.

Q: From the Phasing Plan provided with your handout during the 30-day meeting, we understand the replacement order, going around the building. However, please outline the floor order, meaning 2nd floor windows first, then 3rd floor or will you work on the floors simultaneously?

A: The installation is proceeding horizontally across a floor. As they complete windows on a floor, they will proceed to the next floor and may be on more than one floor at a time.

Q: For the walk-thrus on the 14-day meeting, can GSA provide current floor plans of each agency? We think it will be easiest to mark items that need to be moved or areas of concern, directly on a floor plan.

A: Yes. We will provide floor plans for each agency.

Q: Regarding storage containers, please confirm that these will be the reusable containers on wheels.

A: The storage containers are plastic but do not have wheels. They should be stored under the desk or away from the windows.

Q: Also regarding storage containers, do you have any guidance approximating how many containers would be needed per cubicle or private office?

A: One container is planned per cubicle or office. These are only for small desk top items such as photos, plants or decorations which can not fit into the desk or cabinet drawers.

Q: When will the storage containers be available to the agencies and how will they be distributed? Also, when and how will they be returned?

A: The storage containers will be distributed by Alutiiq, under construction contract. The POC for the agency will send a request for the desired number of boxes using the "Storage Box Request Sheet" to APSI. APSI will coordinate with Alutiiq to have the boxes delivered to the POC for distribution. Once the window installation is complete the boxes should be returned to the POC for pick-up by Alutiiq. We kindly request the boxes be returned within two days of completion of work in an office or cubicle.

Q: If furniture or wall mounted equipment needs to be removed due to the window replacement project who will do this and how will it be invoiced?

A: The contractor, Alutiiq, will move furniture or equipment as required for the window installation. All items will be restored at the end of the shift.

Q: Do window treatments need to be removed? If so, who will move them and how will it be invoiced?

A: If window treatments need to be removed, the contractor Alutiiq, will remove and re-install nightly.

Q: Please confirm the proper procedure if a problem or damage occurs. The agency should contact OASAM and then OASAM will contact GSA. GSA will then contact the APSI. Is this correct?

A: If there is a project related problem or damage occurs, the agency should contact APSI who will communicate with GSA.

Q: What temperature issues are anticipated during the project? How will they be addressed?

A: All window openings will be closed by 4:00AM, allowing the heaters or AC system to balance interior the air by 6:00AM. Additionally the building HVAC System will remain on during construction. While there will be a drop in temperature during construction we do not anticipate any issues with maintaining proper temperature during work hours.